

14.0 Licensing of Public-use Airports

Public-use airports are required to be licensed with the Virginia Department of Aviation under *Code of Virginia* §5.1-7 and *Virginia Air Regulations* 24 VAC 5-20-120 through 180. The licensure of an airport does not relieve the sponsor of any compliance responsibilities relating to any law, ordinance, or regulation of any local governmental body.

Adequate liability insurance and compliance with state standards are required for the licensing of public-use airports in accordance with *Code of Virginia* §5.1-88.7. The public-use license can be suspended or revoked for any airport for which adequate insurance is not maintained.

14.1 Public-use Airport License

The public-use airport license identifies a facility that is open to the public on a nondiscriminatory basis, has sufficient financial responsibility to adequately protect public safety and investment, and is eligible to receive public financial support. A public-use airport license, valid for a seven-year period, is issued in two parts, with Part 1 being a formal certificate and Part 2 documenting compliance with runway safety standards that are in accordance with *Code of Virginia* §5.1-7.

A fee is charged to initiate, amend, or renew a license for a public-use airport. The fee cannot exceed \$100; the current licensing fee is \$25. Licensing fees are placed in the Aviation Special Fund and must be used for aviation purposes.

14.1.1 License Application

Airport sponsors will need to apply for a public-use airport license for a new airport or a license amendment when a runway is added or extended. The completed application form will need to be submitted to DOAV with the following required documentation:

- a signed copy of the resolution of the airport's governing body or owner supporting or requesting a new airport, a new runway, or a runway extension
- a copy of the airport's property map displaying the proposed airport, runway extension, or new runway, together with a copy of the most recently approved airport master plan or layout plan showing the proposal
- a letter or other documentation that the proposed airport, new runway, or runway extension complies with local zoning ordinance and requirements
- a completed copy of Federal Aviation Administration *Form 7480-1: Notice of Landing Area Proposal*
- an environmental assessment report of analysis prepared pursuant to *Code of Virginia* §5.1-7 if applicable
- evidence of financial responsibility in the amounts specified in *Code of Virginia* §5.1-88.8

14.1.2 License Renewal

DOAV will notify sponsors when their licenses need to be renewed. Renewed licenses are valid for seven years. A staggered schedule for renewals has been established so all renewals are not due at the same time. The renewal of amended licenses will be based on the schedule instead of the date of the amendment.

Sponsors need to complete a *Virginia Public-Use Airport License Renewal Form* and submit it to DOAV along with the license fee and a copy of the *Annual Certificate of Financial Responsibility*. If a sponsor does not take action upon notification and the license is not renewed, the sponsor will not be eligible to receive any state funding for a new project.

When changes to an airport's physical infrastructure and approaches deviate from the previous issuance of a license, the license may not be renewed, or it could be revoked.